

FundingMT.org (WebGrants) FFY17 State Homeland Security Program (SHSP) application guide

All applicants are strongly advised to review the FFY2017 State Homeland Security Grant Program Guidance document before completing and submitting an application. This document is available at readyandsafemt.gov/emergency/grants, then click on 'Homeland Security Grant Program'.

Some components of the system do not work well with the Google Chrome browser, it is advised that you use Mozilla Firefox or Internet Explorer. Additionally, make sure that any pop-up blockers are turned off.

Sign into www.fundingmt.org, Input your user ID and Password, then click 'login'.

First time users click 'register here' to create a profile. **Note that whoever is your authorized official (usually a person who is authorized to enter into contracts or agreements) will also need to create a profile.**

If you have forgotten your user name you can contact a Grant Program Manager at MT DES, contact information is on the last page of this document. If you forget your password, use the 'forgot password' link, MT DES staff cannot retrieve your password for you.

Applications are due no later than 11:59 PM Friday, March 3, 2017



[System Compatibility](#)

[Log In](#)

Login

User ID:*

Password:*

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Funding Opportunities Offered by Montana
State Agencies
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Announcements

Montana Department of Transportation is pleased to announce the following grant opportunities:

- SFY2018 5311 Public Transportation Operating Grant
- SFY2018 Capital grants for public systems and 5310 providers
- SFY2018 State Highway Traffic Safety Grants

Deadline is March 1, 2017

If you have any questions please contact Eric Romero at (406) 444-7645 or Adam Kraft at (406) 444-6120 for transit funding questions.

For State Highway Traffic Safety Grants, please contact Kevin Dusko at (406) 444-7411

Montana Fish, Wildlife & Parks is now accepting applications for the FY 18 Shooting Range Grant opportunity. Deadline to apply is February 1, 2017 by midnight. For more information visit: fwp.mt.gov and visit the Recreation Page

Montana Recreational Trails Program is now accepting applications for the 2017 grant cycle. Apply by February 1st, 2017 in order to be eligible for funding.

You can access additional details on the Montana State Parks website at:
<http://stateparks.mt.gov/recreation/recTrailsProgram.html>

If you clicked the 'register here' button on the previous screen you should now see a screen that looks similar to what is shown below. If you are not a new user and clicked the 'login' button on the previous screen you can skip this page.

Ensure that you enter information in all of the required fields.

Register

Personal Information

Name:*
Salutation First Name Middle Name Last Name

Email:*
test@test.gov

Confirm Email*
test@test.gov

Alternate Email

Address:*
123 Test Street

*
City State/Province Postal Code/Zip

Phone:*
555-555-555
Phone Ext.

Alternate Phone

Fax:

What Agency's Grant Programs are you most interested in?:
Department of Military Affairs

For this section select 'Department of Military Affairs'

Organization Information

Name:*
Test County

Organization Type:
County Government

Organization Website:
www.test.gov

Address:*
123 Test Street

*
City State/Province Postal Code/Zip

Phone:*
555-555-5555
Phone Ext.

Alternate Phone

Fax:

Email address

Alternate Email

Register

Click 'register' to proceed.

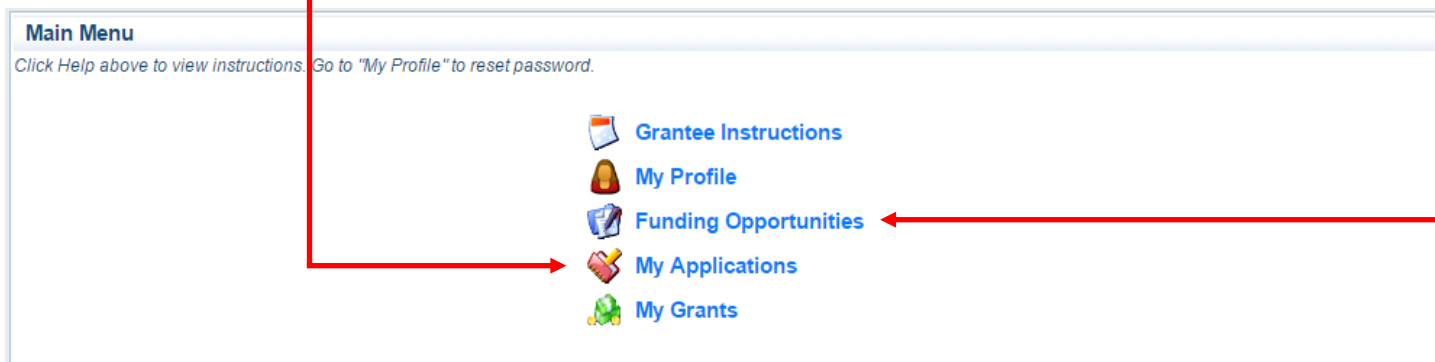
Note that MT DES personnel will have to approve your registration before you can proceed with your application. This process may take several days so it is advised you begin your registration process early.

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Once you have logged in you should now see a screen that looks similar to what is shown below.

Click 'funding opportunities' to proceed.

Note the 'My Applications' button. If you need to stop this process at any point and come back to it later, you can find your application here.



You should now see a screen that looks similar to what is shown below.

Look toward the bottom of the page and click the opportunity title 'FFY 2017 State Homeland Security Program (SHSP) Grant'.

Current Funding Opportunities				
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.				
ID	Agency	Program	Opportunity Title	Application Deadline
52648	Department of Agriculture	AGR Specialty Crop Block Grant	AGR Montana 2017 Specialty Crop Grant Funding Notice	02/22/2017
47867	Department of Agriculture	AGR WBC Wheat & Barley Committee	AGR WBC Sponsorship Application - CY17	Final Application Deadline not Applicable
46746	Department of Labor and Industry	DLI IWT Incumbent Worker Training	DLI Incumbent Worker Training SFY17	06/15/2017
18239	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Private Grant Program	Final Application Deadline not Applicable
52751	Department of Natural Resources and Conservation	DNRC	DNRC Watershed Management Grants Round 3 2017	03/15/2017
52672	Department of Natural Resources and Conservation	DNRC	DNRC 2015-2016 RRGL Planning Grant-Round 3	03/31/2017
52821	Department of Commerce	DOC MTBD BSTF Job Creation	DOC - Big Sky Economic Development Trust Fund (BSTF) - Job Creation Projects - FY 17-04	03/01/2017
52822	Department of Commerce	DOC MTBD BSTF Planning Projects	DOC - Big Sky Economic Development Trust Fund (BSTF) - Planning Projects - FY17-04	03/01/2017
52900	Department of Commerce	DOC MTBD WTG	DOC - Primary Sector Workforce Training Grant (WTG) Program - FY 17-03	03/01/2017
51573	Department of Fish, Wildlife and Parks	FWP OHV Program	FWP 2017 Off-Highway Vehicle Program	02/01/2017
51523	Department of Fish, Wildlife and Parks	FWP RTP Recreational Trails Program	FWP Recreational Trails Program Grant Cycle 2017	02/01/2017
50414	Department of Fish, Wildlife and Parks	FWP Shooting Range Grants	Fish, Wildlife & Parks Shooting Range Grant FY 18	02/01/2017
52855	Department of Transportation	MDT - Highway Traffic Safety	MDT - FFY2018 State Highway Traffic Safety	03/01/2017
51656	Department of Transportation	MDT - Occupant Protection Mini-Grant	FFY17 Occupant Protection Mini-Grants	Final Application Deadline not Applicable
50638	Department of Transportation	MDT Transit	MDT Transit 5310 Capital Grant FY18	03/01/2017
50970	Department of Transportation	MDT Transit	MDT Transit 5310 Capital Limited-Area Grant FY18	03/01/2017
50657	Department of Transportation	MDT Transit	MDT Transit 5311 Operating Grant FY18	03/01/2017
50802	Department of Transportation	MDT Transit	MDT Transit Public Providers Capital Grant FY18	03/01/2017
50969	Department of Transportation	MDT Transit	MDT Transit MPG 5310 Capital Grant FY18	03/01/2017
53022	Department of Military Affairs	MTDES Homeland Security	FFY 2017 State Homeland Security Program (SHSP) Grant	03/03/2017

You should now see a screen that looks similar to what is shown below.

Note the first two attachments, labeled 'D' and 'G'. Applications will be evaluated partially based on support from your LEPC/TERC. Attachment D is a template that can be used for your letter of support. Attachment G is recommended if there are multiple projects within one jurisdiction, this will allow the Senior Advisory Committee to better understand local priorities. All projects should be reviewed by the county LEPC before submitting here, the LEPC chairperson or their designee should complete this letter and return it to you to include on your application.

Further into the application process you will see the location to submit both of these attachments.

Current Applications		
Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.		
ID	Application Title	Status
No existing applications		

Opportunity Details		Copy Existing Application	Start a New Application
53022-FFY 2017 State Homeland Security Program (SHSP) Grant			
MTDES Homeland Security Application Deadline: 03/03/2017 11:59 PM			
Award Amount Range:	Not Applicable	Program Officer:	Kent Atwood
Project Start Date:	10/01/2017	Phone:	406-324-4782 x
Project End Date:		Email:	katwood@mt.gov
Award Announcement Date:			
This Opportunity is recurring			
Categorical Area(s) To be Addressed by Program	Disaster Preparedness, Domestic Prep./Homeland Security, Fire/EMS, Hazardous Materials, Law Enforcement, Rural and Volunteer Fire		
Description			
IMPORTANT Please review and pay attention to the Grant Program Guidance document. FEMA/DHS expects SAA's and the State of Montana to utilize the HSG Funding to address the High Priority-Low Capacity Core Capabilities addressed in the State of Montana Threat and Hazard, Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR) submitted to FEMA by Montana in December 2016. The THIRA-SPR is a way for Montana to tell FEMA/DHS areas we need to improve and they expect us to use the HSG funds to do that. The Grant Program Guidance document provides information on the top priorities for 2017 HSG Project Applications. The State of Montana solicits projects that will measurably improve these High Priority-Low Capacity Capabilities and increase our resiliency all across the State.			
Overview The purpose of the Fiscal Year (FY) 2017 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The FY 2017 HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community, inclusive of children, individuals with disabilities and other with access and functional needs, diverse communities, and people with limited English proficiency. The FY 2017 HSGP supports the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs. The HSGP supports the Quadrennial Homeland Security Review Mission to Strengthen National Preparedness and Resilience.			
Attachments			
Click on the File Name to open attachment			
Description	File Name	File Size	
Letter of Support - Sample Template	Attachment D - Sample Letter.docx	21 KB	
LEPC Priority Support Letter - Sample Template	Attachment G - Sample LEPC Priority Letter.docx	20 KB	
FY17 State Homeland Security Program Guidance	FY17 SHSP Guidance Final.pdf	827 KB	
Website Links			
Click on the URL to go to website			
http://readyandsafe.mt.gov/Home/Articles/ArtMid/41421/ArticleID/4126/Homeland-Security-Grant-Program		Description State Homeland Security Grant Program Resources and information.	
https://www.fema.gov/authorized-equipment-list		FEMA Authorized Equipment List	

You should now see a screen that looks similar to what is shown below.

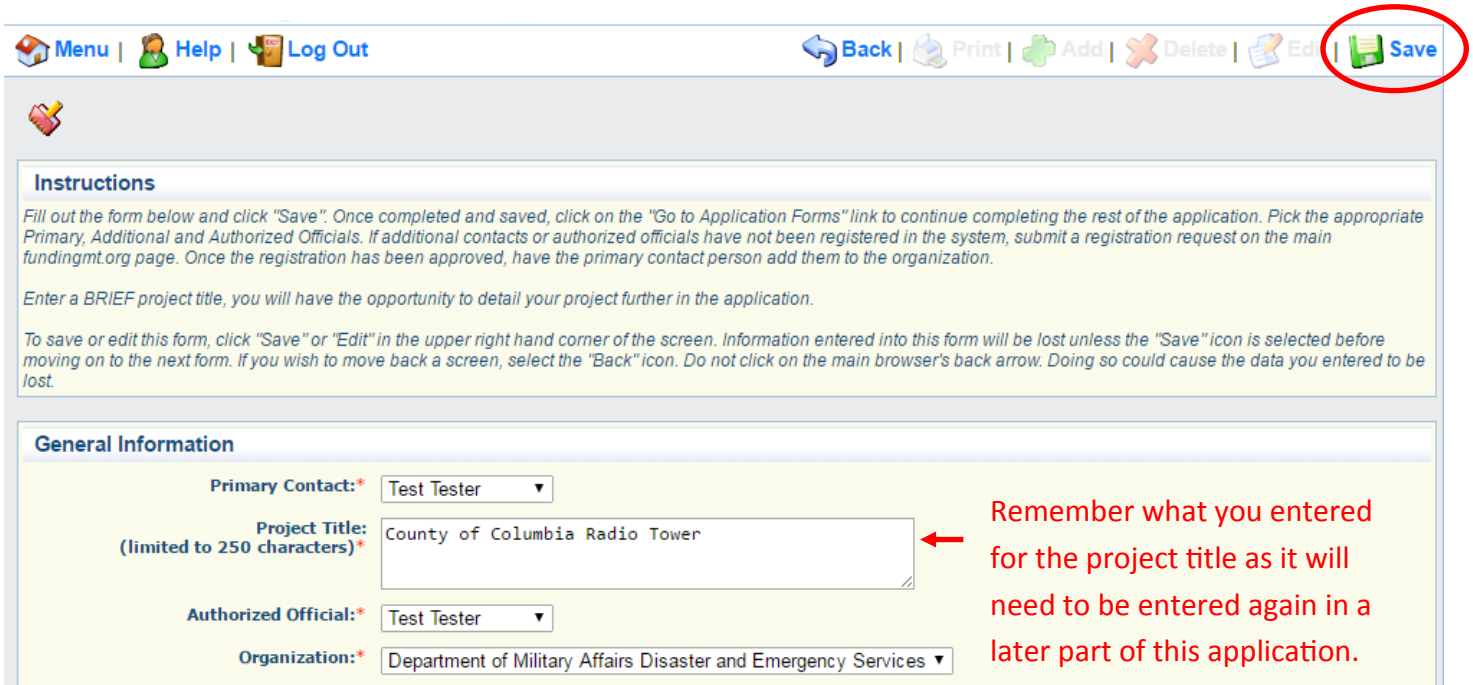
Select your name from the first drop down box.

Enter a brief project title. Your title should start with the name of your jurisdiction to allow the MT DES staff to easily search for your application. The project title should not include any detailed information about your project, there will be a place to enter more information later.

Select your authorized official from the drop down box.

Select your organization from the drop down box, for this example we're using the MT DES organization.

Click 'save' to continue.



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Instructions

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.

Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

General Information

Primary Contact:* Test Tester ▼

Project Title:
(limited to 250 characters)* County of Columbia Radio Tower

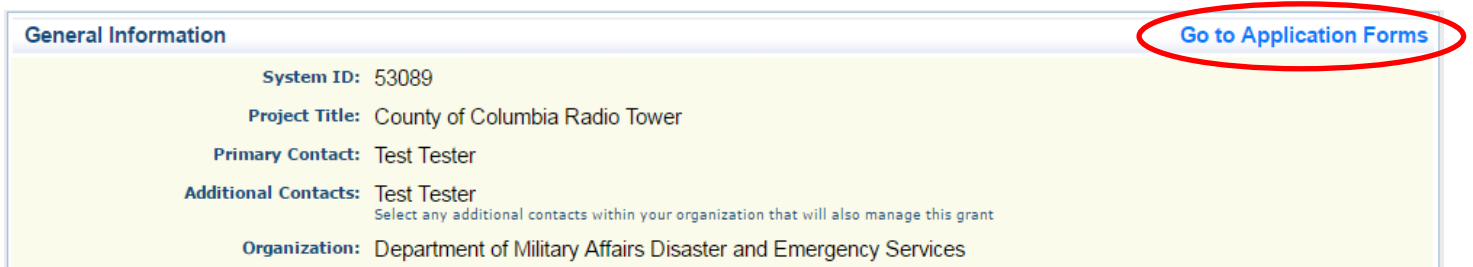
Authorized Official:* Test Tester ▼

Organization:* Department of Military Affairs Disaster and Emergency Services ▼

Remember what you entered for the project title as it will need to be entered again in a later part of this application.

You should now see a screen that looks similar to what is shown below.

Click 'go to application forms' to continue.



General Information

System ID: 53089

Project Title: County of Columbia Radio Tower

Primary Contact: Test Tester

Additional Contacts: Test Tester
Select any additional contacts within your organization that will also manage this grant

Organization: Department of Military Affairs Disaster and Emergency Services

Go to Application Forms

You should now see a screen similar to what is shown below. This is a list of forms that will need to be complete before you can submit your application, you'll see this screen several times before you're finished. Note that the 'General Information' form is already complete, this was populated based on the information you entered earlier.

Click the next form, 'FY17 SHSP Jurisdiction Information' to continue.

Application Forms		Application Details Submit Withdraw	
Form Name		Complete?	Last Edited
General Information		✓	01/06/2017
FY17 SHSP Jurisdiction Information			
FY17 HSG Applicant Assessment			
FY17 SHSP Project Information			
FY17 HSG Local Assessment Documentation			
Multi-Jurisdictional Impact - Letters of Support			
FY17 HSG Project Workplan/Milestones			
FY17 SHSP Budget			
Additional Documentation			

You should now see a screen that looks similar to what is shown below. Enter the applicable information, then click 'save' to continue.

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Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017

Applicants are not guaranteed to receive funding, even if the project falls within a state or national priority capability.

Jurisdiction/Agency Information

Provide the following information for the applying Entity. An Entity may only submit one grant application. Please refer to the FY2017 State Homeland Security Grant Program Guidance for more information.

Applicant Information

Please enter the name of the entity applying for this grant.

Entity Name*

Street Address*

City/State/Zip*

DUNS NUMBER

Provide your 9 digit DUNS number. If your entity does not have a DUNS number, one can be obtained by calling the request line at (866) 405-5711.

Entity Data Universal Numbering System (DUNS) number*

Authorized Official Information

Provide the name of the Authorized Official approved to accept funds and enter into an agreement, if awarded, on behalf of the entity.(Commissioner,Sheriff, Chief of Police, etc.)

Authorizing Official Name*

Authorized Official email address*

Authorized Official Phone Number*

Project Manager (Applicant Agent)

Please enter the information for the individual that will act as the project manager on behalf of the entity.

Project Manager Name

Project Manager Email Address

Project Manager Phone Number

Please provide the Project Managers full address if different than the entity address provided above.

Project Manager Address

Fiscal Officer Information

Please provide the information of the Fiscal Officer.

Fiscal Officer Name

Fiscal Officer Title

Fiscal Officer Email

Fiscal Officer Phone Number

You should now see a screen similar to what is shown below, this screen allows you to review the information you just entered. If you need to make any changes click 'edit', otherwise click 'mark as complete' to continue.

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Application

Application: 53089 - County of Columbia Radio Tower
Program Area: MTDES Homeland Security
Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant
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Instructions
APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017
Applicants are not guaranteed to receive funding, even if the project falls within a state or national priority capability.

Jurisdiction/Agency Information
Provide the following information for the applying Entity. An Entity may only submit one grant application. Please refer to the 2017 State Homeland Security Grant Program Guidance for more information.
Mark as Complete | **Go to Application Forms**

Applicant Information
Please enter the name of the entity applying for this grant.
Entity Name* County of Columbia Emergency Management Agency
Street Address* 123 Test Street
City/State/Zip* Test, MT 500000

DUNS NUMBER
Provide your 9 digit DUNS number. If your entity does not have a DUNS number, one can be obtained by calling the request line at (866) 405-5711.
Entity Data Universal Numbering System (DUNS) number* 123456789

Authorized Official Information
Provide the name of the Authorized Official approved to accept funds and enter into an agreement, if awarded, on behalf of the entity.(Commissioner,Sheriff, Chief of Police, etc.)
Authorizing Official Name* Jacob Jacobson
Authorized Official email address* test@test.gov
Authorized Official Phone Number* 555-555-5555

Project Manager (Applicant Agent)
Please enter the information for the individual that will act as the project manager on behalf of the entity.
Project Manager Name Jane Janeway
Project Manager Email Address jane@test.gov
Project Manager Phone Number 555-555-5555
Please provide the Project Managers full address if different than the entity address provided above.
Project Manager Address

Fiscal Officer Information
Please provide the information of the Fiscal Officer.
Fiscal Officer Name John Johnson
Fiscal Officer Title County Treasurer
Fiscal Officer Email john@test.gov
Fiscal Officer Phone Number 555-555-5555




After marking the previous form as complete, you should now be taken back to the application forms screen, which should look similar to what is shown below. Note that there is now a checkmark next to the FY17 SHSP Jurisdiction Information form. If you do not see a checkmark, click back into that form and ensure that you have completed all required information, then click 'mark as complete'.







To proceed, click the next form 'FY17 HSG Applicant Assessment'.


Application Forms		Application Details Submit Withdraw	
Form Name		Complete?	Last Edited
General Information		✓	01/06/2017
FY17 SHSP Jurisdiction Information		✓	01/06/2017
FY17 HSG Applicant Assessment			
FY17 SHSP Project Information			
FY17 HSG Local Assessment Documentation			
Multi-Jurisdictional Impact - Letters of Support			
FY17 HSG Project Workplan/Milestones			
FY17 SHSP Budget			
Additional Documentation			

You should now see a screen that looks similar to what is shown below. All questions are required, you may need to solicit assistance from your fiscal officer to accurately complete this form.

When you have answered all questions, click 'save' to continue.

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 **Application**

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017
Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.
If application is selected for funding, additional information may be requested prior to award.
"NO" answers will not preclude an applicant from being eligible for an award. Technical Assistance will be available for subrecipients to meet the requirements.

Procurement Procedures

Subrecipients must follow the most stringent local, state, or federal procurement requirements, procedures, laws, and/or regulations applicable to this grant. Refer to the FFY17 State Homeland Security Grant Guidance for more information.

Has the organization been following the Procurement Standards detailed in 2 CFR 200 since December 2014

☐ Yes ☐ No

Procurement Policy Followed

State Procurement Policy ▾

Please upload your local procurement policy (if applicable)

Choose File

No file chosen

Fiscal Assessment

Has the organization changed financial management and/or grant administration systems in the last 24 months

☐ Yes ☐ No

Has the organization received Federal Awards directly from a Federal Awarding Agency over the last 24 months

☐ Yes ☐ No

If yes to the previous question, please list the grant(s) name, year received, and awarding agency name.

Has the organization received a single Audit per 2 CFR 200 or an Audit of any kind in the last 24 months?

☐ Yes ☐ No

If selected for funding, a copy of the most recent audit including findings may be requested prior to award or during the period of performance.

Conflict of Interest

Applicant understands that they must abide by 2 CFR 200.112 and 200.318 in regards to conflict of interest. Applicant shall disclose in writing any real or potential conflict of interest to the State of Montana Administrative Authority (MTDES).

Does the jurisdiction have a potential or real conflict of interest?

☐ Yes ☐ No

Non-Tax Revenue Source

Does this project fall under a program that is supported by a non-tax revenue source (i.e. enterprise fund)?




☐ Yes ☐ No







If "YES", additional information may be required on the project.


You should now see a screen that looks similar to what is shown below.

If you need to edit any information click the 'edit' button.

When you are satisfied with the information you entered, click 'mark as complete' to continue.

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 **Application**

Application: 53089 - County of Columbia Radio Tower

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Application Deadline: 03/03/2017

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

If application is selected for funding, additional information may be requested prior to award.

"NO" answers will not preclude an applicant from being eligible for an award. Technical Assistance will be available for subrecipients to meet the requirements.

Procurement Procedures

Subrecipients must follow the most stringent local, state, or federal procurement requirements, procedures, laws, and/or regulations applicable to this grant. Refer to the FFY17 State Homeland Security Grant Guidance for more information.

Has the organization been following the Procurement Standards detailed in 2 CFR 200 since December 2014 Yes

Procurement Policy Followed State Procurement Policy

Please upload your local procurement policy (if applicable)

Fiscal Assessment

Has the organization changed financial management and/or grant administration systems in the last 24 months No

Has the organization received Federal Awards directly from a Federal Awarding Agency over the last 24 months No

If yes to the previous question, please list the grant(s) name, year received, and awarding agency name.

Has the organization received a single Audit per 2 CFR 200 or an Audit of any kind in the last 24 months? Yes
If selected for funding, a copy of the most recent audit including findings may be requested prior to award or during the period of performance.

Conflict of Interest

Applicant understands that they must abide by 2 CFR 200.112 and 200.318 in regards to conflict of interest. Applicant shall disclose in writing any real or potential conflict of interest to the State of Montana Administrative Authority (MT DES).

Does the jurisdiction have a potential or real conflict of interest? No

Non-Tax Revenue Source

Does this project fall under a program that is supported by a non-tax revenue source (i.e. enterprise fund)? No
If "YES", additional information may be required on the project.

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, 'FY17 SHSP Project Information' to continue.

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2017	
FY17 SHSP Jurisdiction Information	✓	01/06/2017	
FY17 HSG Applicant Assessment	✓	01/06/2017	
FY17 SHSP Project Information			
FY17 HSG Local Assessment Documentation			
Multi-Jurisdictional Impact - Letters of Support			
FY17 HSG Project Workplan/Milestones			
FY17 SHSP Budget			
Additional Documentation			

You should now see a screen that looks similar to what is shown below. Note that this form is lengthy and will require several pages of this guide to demonstrate. You are advised to look at this entire form to see what questions are asked before entering any information.

Application: 53089 - County of Columbia Radio Tower	
Program Area: MTDES Homeland Security	
Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant	
Application Deadline: 03/03/2017	

Instructions
APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017 Applicants are not guaranteed to receive funding even if the project falls within a state or national priority. To qualify as a single project, all parts of the project must be integral towards achieving one precise objective. If additional items are included in the project that do not support the primary objective they may be removed from the project application.

Project Information
Title Please include your entity name in the Project Title. For example: County ABC Warning System. Project Name* <input type="text" value="County of Columbia Radio Tower"/>
Identified Core Capabilities The following have been identified as priority capabilities: Operational Coordination; Operational Communication; Public Information and Warning; Mass Care Services; Public Health, Healthcare and EMS; Cybersecurity; Planning; Situational Assessment; Community Resilience. Projects supporting a priority capability will be given preference. Applicants must show justification as to how the project supports the core capability. Identified Core Capabilities <input type="text" value="Operational Communication"/>
Core Capabilities If the core capability is not one of the nine identified priorities, please use the drop down box to select the core capability the project supports. Definitions of the core capabilities can be found in the FFY17 State Homeland Security Guidance document - attachment F. Primary Core Capability <input type="text"/>
Project Narrative* Please provide a detailed overview of the project including how the project supports the core capability selected. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Project Objective/Outcome* Please provide a detailed explanation of the project objective(s) and desired outcome(s). (If awarded, how will this project increase capability or reduce vulnerabilities in protecting, preventing, responding, recovering from an act of terrorism or disaster). <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Environmental and Historical Preservation Projects that have the potential to impact the environment and/or historic properties, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures or facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA Environmental and Historic Preservation review process. If you have questions regarding EHP please contact MT DES Grant Section. Does this project require EHP Approval?* <input type="radio"/> Yes <input type="radio"/> No Additional information will be requested for projects that are selected for funding and require an EHP. EHP approval may result in additional costs if special requirements must be met.
--

Pay close attention to the EHP question, most projects that contain any sort of construction activity will require an EHP review. This could result in additional costs and/or time needed to complete the project.

Should your application be awarded, someone from MT DES will be in contact with you to initiate this process.

Continue scrolling down on the webpage to proceed.

As you continue to scroll down on this form you will see additional information that is needed, which should look similar to what is shown below.

Locally Identified Priorities

Has this project been identified as a local priority through trainings, exercises, real world events, or other needs assessments? ☒ Yes ☐ No

Local Priority Justification

Please provide an overview of the trainings, exercises, real events, or other needs assessments that have identified this as a gap. (Documentation can be uploaded in the FY17 HSG Local Assessment Documentation Form)

test

Maintenance, Support, and Sustainment Plan


Maintenance, Sustainment, Support Plan*

Provide justification on how the project will be maintained, supported, and sustained following the cessation of federal funding.

test

Whole Community Letter of Support

Please upload the letter of support from the LEPC or TERC. A sample letter of support can be found in the FFY17 State Homeland Security Program guidance document - attachment D

Whole Community Letter of Support* No file chosen
[des_logo.gif](#)  Delete

Please upload the LEPC Project Priority Letter. Attachment G of the grant guidance is a template. This priority letter will give the SAC a better understanding of local priorities.

LEPC Priority Projects test document.docx

Note the sections where you can upload a letter of support from your LEPC or TERC, as well as the LEPC Priority Project letter. These letters are the aforementioned 'Attachment D and G' that were shown on page 4 of this guide.

Continue scrolling down on the webpage to proceed.

As you continue to scroll down on this form you will see additional information that is needed, which should look similar to what is shown below.

Multi Jurisdiction Information

Multi Jurisdictional Project Impact

Impact Narrative

Please provide information for the project on the ability to be sharable, deployable, or utilized by other jurisdictions or entities.




Multi Jurisdictional Resource Availability







Resource Availability

*Please provide information on the availability of this resource, training, or equipment from a contiguous jurisdiction.
If the project duplicates a resource, training, or equipment currently available from a contiguous entity, please provide justification.*

This is the end of the project information form.

Return to the top of this webpage and click 'save' to proceed.

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Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

You should now be at a screen that look similar to what is shown below, scroll through this screen to review the information you entered on the previous screen. If you need to make any changes click 'edit', if you are satisfied with the information you entered click 'mark as complete'.

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Print

Add

Delete

Edit

Save

Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority

To qualify as a single project, all parts of the project must be integral towards achieving one precise objective. If additional items are included in the project that do not support the primary objective they may be removed from the project application.

Project Information

Mark as Complete

Go to Application Forms

Title

Please include your entity name in the Project Title. For example: County ABC Warning System.

Project Name* County of Columbia Radio Tower

Identified Core Capabilities

The following have been identified as priority capabilities: Operational Coordination; Operational Communication; Public Information and Warning; Mass Care Services; Public Health, Healthcare and EMS; Cybersecurity; Planning; Situational Assessment; Community Resilience. Projects supporting a priority capability will be given preference. Applicants must show justification as to how the project supports the core capability.

Identified Core Capabilities Operational Communication

Core Capabilities

If the core capability is not one of the nine identified priorities, please use the drop down box to select the core capability the project supports. Definitions of the core capabilities can be found in the FFY17 State Homeland Security Guidance document - attachment F.

Primary Core Capability

Project Narrative*

Please provide a detailed overview of the project including how the project supports the core capability selected.

test

Project Objective/Outcome*

Please provide a detailed explanation of the project objective(s) and desired outcome(s). (If awarded, how will this project increase capability or reduce vulnerabilities in protecting, preventing, responding, recovering from an act of terrorism or disaster).

test

Environmental and Historical Preservation

Projects that have the potential to impact the environment and/or historic properties, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures or facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA Environmental and Historic Preservation review process. If you have questions regarding EHP please contact MT DES Grant Section.

Does this project require EHP Approval?* Yes

Additional information will be requested for projects that are selected for funding and require an EHP. EHP approval may result in additional costs if special requirements must be met.

Locally Identified Priorities

Has this project been identified as a local priority through trainings, exercises, real world events, or other needs assessments?* Yes

Local Priority Justification

Please provide an overview of the trainings, exercises, real events, or other needs assessments that have identified this as a gap. (Documentation can be uploaded in the FY17 HSG Local Assessment Documentation Form)

test

Maintenance. Support. and Sustainment Plan

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, 'FY17 HSG Local Assessment Documentation' to continue.

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2017	
FY17 SHSP Jurisdiction Information	✓	01/06/2017	
FY17 HSG Applicant Assessment	✓	01/06/2017	
FY17 SHSP Project Information	✓	01/06/2017	
FY17 HSG Local Assessment Documentation			
Multi-Jurisdictional Impact Letters of Support			
FY17 HSG Project Workplan/Milestones			
FY17 SHSP Budget			
Additional Documentation			

You should now see a screen that looks similar to what is shown below.

If you have applicable documents to upload, click the 'add' button.

If you don't have any documents to upload click 'mark as complete' and skip to the second step listed on page 18 of this document.

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | **[Add](#)** | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security
Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant
Application Deadline: 03/03/2017

Instructions

Please upload any AARs, assessments, or other relevant documents for the Local Priority Justification.

Local Priority Justification Docs
[Mark as Complete](#) | [Go to Application Forms](#)

Description	File Name	File Size	Date Uploaded	Delete?
Last Edited By:				

If you clicked 'add' on the previous screen , you should now see a screen that looks similar to what is shown below. Click the 'choose file' button to select the applicable file on your computer.

Once you've selected the file, enter a brief (1 line) description of the file and then click 'save' to proceed.

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | **[Save](#)**

Application

Attach File

Please upload any AARs, assessments, or other relevant documents for the Local Priority Justification.

Upload File: **[Choose File](#)** | test document.docx

Description:*

You should now see a screen that looks similar to what is shown below. If you have more than one document to upload you can click 'add' again to repeat this process. Otherwise, click 'mark as complete' to proceed.

Instructions				
Please upload any AARs, assessments, or other relevant documents for the Local Priority Justification.				
Local Priority Justification Docs				
Description	File Name	File Size	Date Uploaded	Delete?
test document	test document.docx	11 KB	01/06/2017	

[Mark as Complete](#) | [Go to Application Forms](#)

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, "Multi-jurisdictional Impact—Letters of Support to continue.

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	01/06/2017	
FY17 SHSP Jurisdiction Information	✓	01/06/2017	
FY17 HSG Applicant Assessment	✓	01/06/2017	
FY17 SHSP Project Information	✓	01/06/2017	
FY17 HSG Local Assessment Documentation	✓	01/06/2017	
Multi-Jurisdictional Impact - Letters of Support			
FY17 HSG Project Workplan Milestones			
FY17 SHSP Budget			
Additional Documentation			

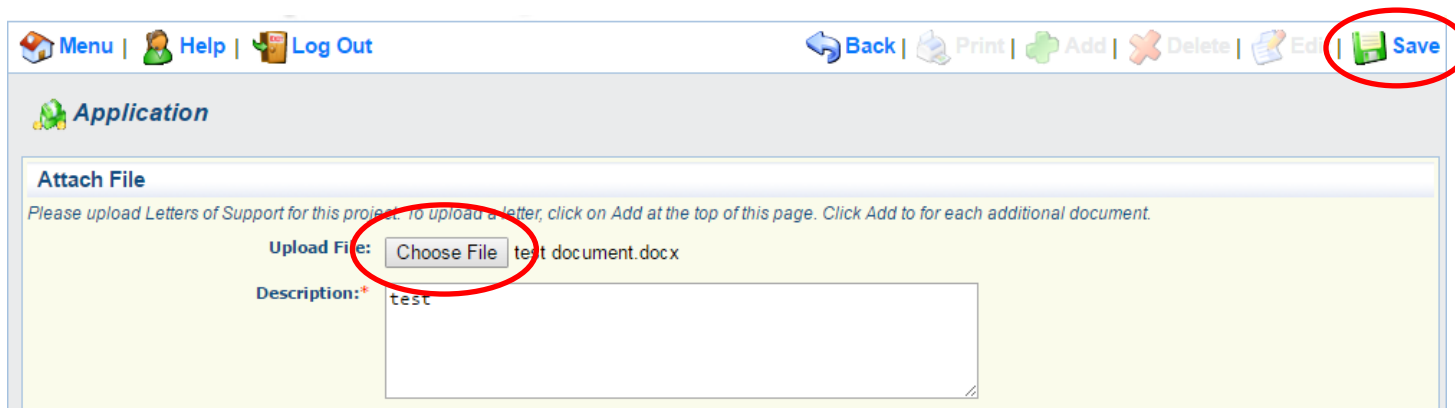
You should now see a screen that looks similar to what is shown below.

If you have applicable documents to upload, click the 'add' button. If you don't have any documents to upload click 'mark as complete' and skip to the second step listed on page 19 of this document.

Menu Help Log Out					Back Print Add Delete Edit Save				
Application									
Application: 53089 - County of Columbia Radio Tower									
Program Area: MTDES Homeland Security									
Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant									
Application Deadline: 03/03/2017									
Instructions									
Please upload Letters of Support for this project. To upload a letter, click on Add at the top of this page. Click Add to for each additional document.									
Multi-Jurisdictional Impact - Letters of Support					Mark as Complete Go to Application Forms				
Description	File Name	File Size	Date Uploaded	Delete?					

If you clicked 'add' on the previous screen , you should now see a screen that looks similar to what is shown below. Click the 'choose file' button to select the applicable file on your computer.

Once you've selected the file, enter a brief (1 line) description of the file and then click 'save' to proceed.



Application

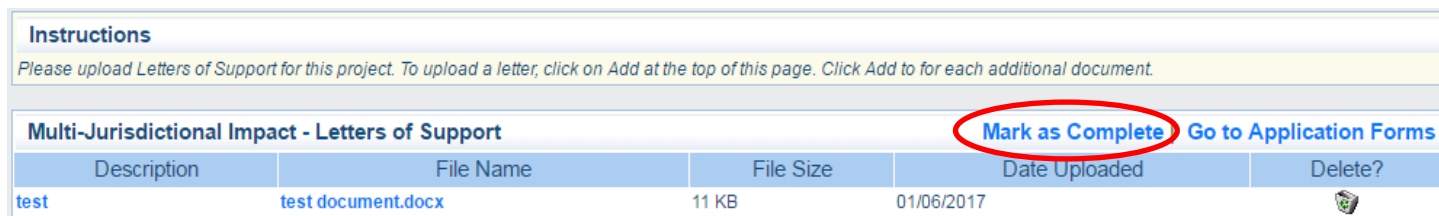
Attach File

Please upload Letters of Support for this project. To upload a letter, click on Add at the top of this page. Click Add to for each additional document.

Upload File: test document.docx

Description: *
test

You should now see a screen that looks similar to what is shown below. If you have more than one document to upload you can click 'add' again to repeat this process. Otherwise, click 'mark as complete' to proceed.



Instructions

Please upload Letters of Support for this project. To upload a letter, click on Add at the top of this page. Click Add to for each additional document.

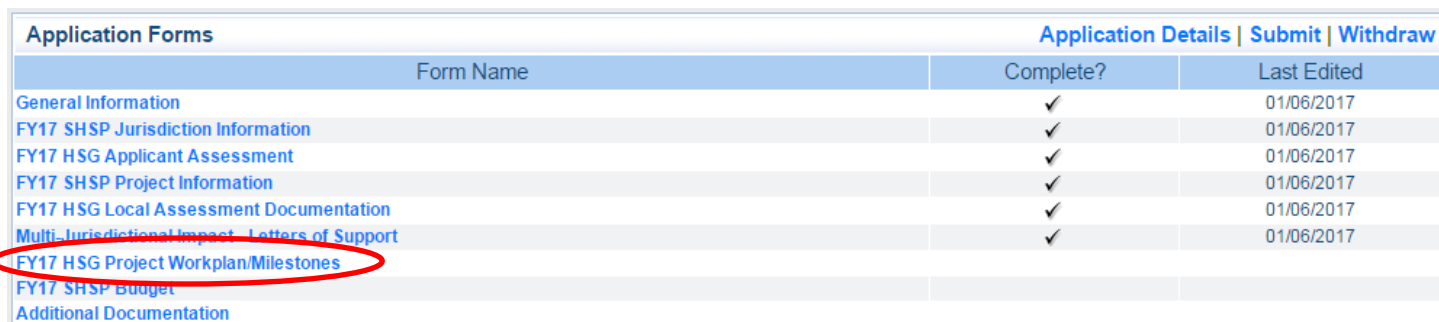
Multi-Jurisdictional Impact - Letters of Support

[Mark as Complete](#) [Go to Application Forms](#)

Description	File Name	File Size	Date Uploaded	Delete?
test	test document.docx	11 KB	01/06/2017	

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, 'FY17 HSG Project Workplan/Milestones' to continue.



Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	01/06/2017
FY17 SHSP Jurisdiction Information	✓	01/06/2017
FY17 HSG Applicant Assessment	✓	01/06/2017
FY17 SHSP Project Information	✓	01/06/2017
FY17 HSG Local Assessment Documentation	✓	01/06/2017
Multi-Jurisdictional Impact - Letters of Support	✓	01/06/2017
FY17 HSG Project Workplan/Milestones		
FY17 SHSP Budget		
Additional Documentation		

You should now see a screen that looks similar to what is shown below.

Ensure that you enter a minimum of 2 milestones, including cost estimates, then click 'save' to continue.

Menu | Help | Log Out

Back | Print | Add | Delete | **Save**

Application

Application: 52978 - test test

Program Area: MTDES Test Program Area

Funding Opportunity: 52487 - FY17 HSG TEST

Application Deadline: Final Application Deadline not Applicable

Requested Total: \$10,000.00

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority

Workplan/Milestones

Please provide a description, timeframe, and estimated cost associated with each milestone. Milestones are action steps that are critical for the completion of the project and associated with cost categories within Planning, Training, Exercise, or Equipment. They must be specific enough to get a good picture of where the project is going and when the project should be reviewed/adjusted as necessary. Must provide at least two milestones but not more than five.

Example Milestone:

Milestone 1) Equipment: identify equipment needs, conduct procurement procedures; purchase equipment within 90 days of funding allocation. QTR 1 Associated Cost: \$25,000

Milestone 2) Equipment/Training: Receive equipment, train personnel on use and maintenance of equipment. QTR 2 Associated Cost: \$3,000

Milestone 3) Equipment: Place equipment into service and project closeout. QTR 3 Associated Cost: \$0

Milestone	Description	Time Frame	Estimated Associated Cost
Milestone 1		QTR 1 (1 October - 31 December) ▼	\$0.00
Milestone 2		QTR 1 (1 October - 31 December) ▼	\$0.00
Milestone 3		QTR 1 (1 October - 31 December) ▼	\$0.00
Milestone 4		QTR 1 (1 October - 31 December) ▼	\$0.00
Milestone 5		QTR 1 (1 October - 31 December) ▼	\$0.00

You should now see a screen that looks similar to what is shown below.

Review the information you entered on the previous screen, click 'edit' if you need to change anything'

Once you are satisfied with the information entered, click 'mark as complete' to continue.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority

Workplan/Milestones

Please provide a description, timeframe, and estimated cost associated with each milestone. Milestones are action steps that are critical for the completion of the project and associated with cost categories within Planning, Training, Exercise, or Equipment. They must be specific enough to get a good picture of where the project is going and when the project should be reviewed/adjusted as necessary. Must provide at least two milestones but not more than five.

Example Milestone:

Milestone 1) Equipment: identify equipment needs, conduct procurement procedures; purchase equipment within 90 days of funding allocation. QTR 1 Associated Cost: \$25,000

Milestone 2) Equipment/Training: Receive equipment, train personnel on use and maintenance of equipment. QTR 2 Associated Cost: \$3,000

Milestone 3) Equipment: Place equipment into service and project closeout. QTR 3 Associated Cost: \$0

Milestone	Description	Time Frame	Estimated Associated Cost
Milestone 1	test	QTR 1 (1 October - 31 December)	\$1,000.00
Milestone 2	test	QTR 2 (1 January - March 31)	\$1,000.00
Milestone 3	test	QTR 3 (1 April - 30 June)	\$1,000.00
Milestone 4	test	QTR 4 (1 July - 30 September)	\$1,000.00
Milestone 5		QTR 1 (1 October - 31 December)	\$0.00

Mark as Complete | **Go to Application Forms**

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, 'FY17SHSP Budget' to continue.

Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
	General Information	✓	01/06/2017
	FY17 SHSP Jurisdiction Information	✓	01/06/2017
	FY17 HSG Applicant Assessment	✓	01/06/2017
	FY17 SHSP Project Information	✓	01/06/2017
	FY17 HSG Local Assessment Documentation	✓	01/06/2017
	Multi-Jurisdictional Impact - Letters of Support	✓	01/06/2017
	FY17 HSG Project Workplan/Milestones	✓	01/06/2017
	FY17 SHSP Budget		
	Additional Documentation		

You should now see a screen that looks similar to what is shown below. Note that this is a lengthy screen that extends beyond what is shown on this guide.

To enter budget information click the blue 'add' button next to the budget category you wish to enter information in.

Menu

Help

Log Out

Back

Print

Add

Delete

Edit

Save

Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017.

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

Sub-recipients must comply with requirements in 2 CFR Part 200. Please see Notice of Funding Opportunity for funding guidelines.

You **MUST** click **ADD** on each category in order to save your application. If you are not entering budget information for that line item, leave the dollar amount as \$0.00 then click 'save' after entering into that budget category.

To enter Indirect Cost documents click **Edit** at top of the page, enter the required information, then click **SAVE** at the top of the page.

After you have entered all budget line items click 'edit' at the top of the page, then 'save', then click 'mark as complete'.

Please refer to the FY17 State Homeland Security Grant Guidance document for more information.

Planning

Mark as Complete | Go to Application Form | **Add**

SHSP funds may be used for a range of emergency preparedness and planning activities such as those associated with update of the THIRA, SPR, Continuity of Operations plans, updating and maintaining a current EOP in compliance with CPG 101 v2.0.

Planning Activity	Activity Cost	Total Federal Dollars
	\$0.00	\$0.00

Organization - Contractual

Add

Description	Associated Cost	Total Federal Dollars
	\$0.00	\$0.00

Organization - Personnel

Add

Personnel costs are permitted in order to perform allowable SHSP planning, training, exercise, and equipment activities.

Position Title	Base Salary	Fringe Benefits	Total Federal Dollars
----------------	-------------	-----------------	-----------------------

Organization - Travel

Add

Domestic Travel costs are allowed. International travel is not an allowable cost unless approved in advance by DHS/FEMA.

Purpose/Activity	Lodging Cost	Per Diem Cost	Mileage Cost	Total Federal Dollars
------------------	--------------	---------------	--------------	-----------------------

Equipment - Capital Asset

Add

Items of Equipment over \$5,000.00. Allowable equipment categories and equipment standards for SHSP are listed on the DHS Authorized Equipment List (AEL) at <https://www.fema.gov/authorized-equipment-list>

Equipment Description	Allowable Equipment List Number (AEL)	Equipment Cost	Total Federal Dollars
		\$0.00	\$0.00

Equipment - Accountable Supplies

Add

Items under \$5,000 and having a lifespan greater than 1 year are considered Accountable Supplies and must be in support of the core capabilities

Once you've clicked 'add' to enter into a budget category, you should see a screen similar to what is shown below. For the purposes of this guide we won't show each and every category as they are very similar, but will show this one example.

Once you've entered budget information click 'save' to continue.

IMPORTANT: Due to a quirk of the system, you must click 'add' to enter into each budget category even if you don't have any information to enter into that category. If you have no budget information for a particular category simply click save once you are in that category.

Go ahead and enter your budget information in each category up to the Management and Administration category which will be explained on page 24 of this document.

The screenshot shows a web application interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save (which is circled in red). Below the navigation bar, the title 'Application' is displayed. The main content area is titled 'Application: 53089 - County of Columbia Radio Tower'. It contains the following information:

- Program Area: MTDES Homeland Security
- Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant
- Application Deadline: 03/03/2017

Below this information is a section titled 'Instructions' with the following text:

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017.
 Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.
 Sub-recipients must comply with requirements in 2 CFR Part 200. Please see Notice of Funding Opportunity for funding guidelines.
 You **MUST** click **ADD** on each category in order to save your application. If you are not entering budget information for that line item, leave the dollar amount as \$0.00 then click 'save' after entering into that budget category.
 To enter Indirect Cost documents click **Edit** at top of the page, enter the required information, then click **SAVE** at the top of the page.
 After you have entered all budget line items click 'edit' at the top of the page, then 'save', then click 'mark as complete'.
 Please refer to the FY17 State Homeland Security Grant Guidance document for more information.

Below the instructions is a section titled 'Organization - Contractual' with the following form fields:

- Description: test
- Associated Cost: 10000

After clicking 'save' within each budget category you will be taken back to the main budget form. Note that after entering budget information you will see a dollar amount shown in blue font. If you need to edit your entry, do not click 'add', click on the blue numbers to reenter that line item. Also note on the example shown below that the Personnel category has a \$0.00 value showing, this is an unused category that we entered into and clicked save as explained in the prior step.

Organization - Contractual				Add
Description	Associated Cost	Total Federal Dollars		
test	\$10,000.00	\$10,000.00		\$10,000.00
	\$10,000.00			\$10,000.00




Organization - Personnel				Add
Personnel costs are permitted in order to perform allowable SHSP planning, training, exercise, and equipment activities.				
Position Title	Base Salary	Fringe Benefits	Total Federal Dollars	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	







As you enter budget information in the various categories and scroll down the page, you'll come to the Management and Administration (M&A) category. Note that if you are using M&A you cannot use the next category, Indirect Costs (IC). Conversely, if you are using IC you cannot use M&A.


M&A are anticipated expenses related to the management of the grant, not the project. Oftentimes your fiscal officer or other jurisdiction staff may need M&A funds to support the time they put in to helping you complete financial claims or programmatic reports.

IMPORTANT: due to another quirk of the system it is important that the M&A category should be the last category you enter budget information into.

When you click 'add' to enter into the M&A category you will see a screen that looks similar to what is shown below. Simply enter the percent of M&A you are requesting (no greater than 5%), then click 'save'.

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 **Application**

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Requested Total: \$10,000.00

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017.

Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

Sub-recipients must comply with requirements in 2 CFR Part 200. Please see Notice of Funding Opportunity for funding guidelines.

You **MUST** click **ADD** on each category in order to save your application. If you are not entering budget information for that line item, leave the dollar amount as \$0.00 then click 'save' after entering into that budget category.

To enter Indirect Cost documents click **Edit** at top of the page, enter the required information, then click **SAVE** at the top of the page.

After you have entered all budget line items click 'edit' at the top of the page, then 'save', then click 'mark as complete'.

Please refer to the FY17 State Homeland Security Grant Guidance document for more information.

Management and Administration

Not to Exceed 5.0% of Total Project Cost

If M&A is used Indirect costs will not be authorized for reimbursement

Input the percentage as 4.25 for 4.25% or 5.0 for 5%. Do not include a % in your entry as the program will calculate the percentage.

SHSP funds used for M&A must have supporting documentation for reimbursement.

Percent of M&A Requesting

Once you've entered your M&A percentage and clicked 'save', you'll be taken back to the main budget form. Note on this example that the 5% that we entered has been added to the sample budget of \$10,000.00 that we entered earlier.

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Requested Total: **\$10,500.00**

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017.
 Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

Sub-recipients must comply with requirements in 2 CFR Part 200. Please see Notice of Funding Opportunity for funding guidelines.

You **MUST** click **ADD** on each category in order to save your application. If you are not entering budget information for that line item, leave the dollar amount as \$0.00 then click 'save' after entering into that budget category.

To enter Indirect Cost documents click **Edit** at top of the page, enter the required information, then click **SAVE** at the top of the page.

After you have entered all budget line items click 'edit' at the top of the page, then 'save', then click 'mark as complete'.

Please refer to the FY17 State Homeland Security Grant Guidance document for more information.

Planning

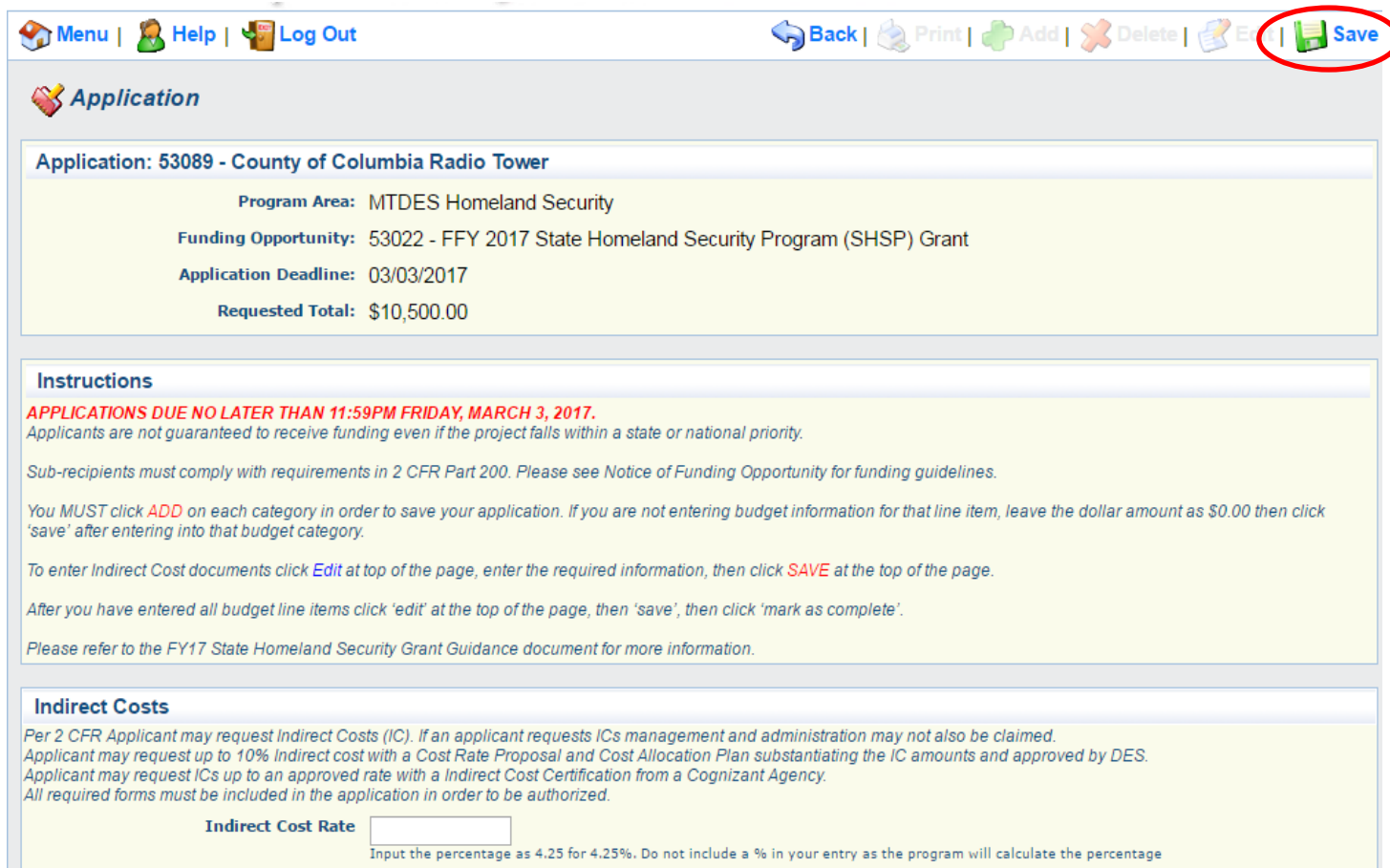
[Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

SHSP funds may be used for a range of emergency preparedness and planning activities such as those associated with update of the THIRA, SPR, Continuity of Operations plans, updating and maintaining a current EOP in compliance with CPG 101 v2.0.

Planning Activity	Activity Cost	Total Federal Dollars
	\$0.00	\$0.00

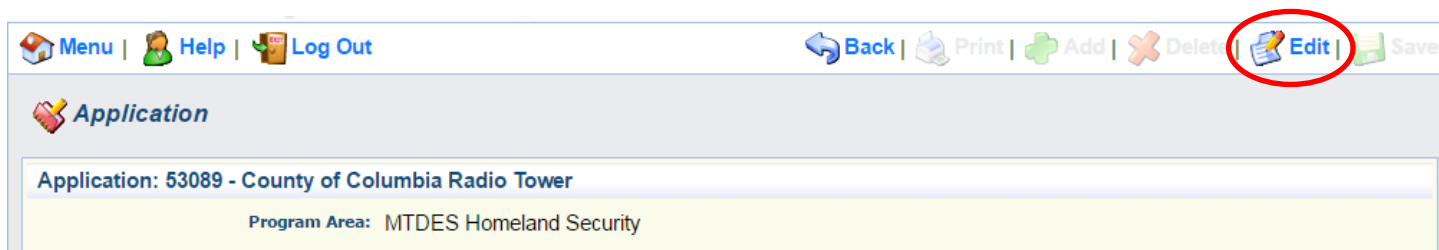
The final budget category is the Indirect Costs. Remember that IC can only be used if M&A is not being used. Additionally, if you are claiming IC you must submit an IC rate agreement, or Cost Rate Proposal and Cost Allocation Plan with your application. We'll show you how to do this on the next step. For now, click 'add' to enter into the Indirect Costs Category.

This process works similar to how we entered M&A expenses. Simply enter the percentage of IC you are claiming and click 'save'. Remember that even if you are not using IC you still need to enter into this category and click 'save'. For this example we won't enter a percentage in since we already claimed M&A expenses. If you do enter a percentage you'll need to upload your supporting documentation, that process is explained beginning on the next step.



The screenshot shows a web application interface. At the top, there is a navigation bar with icons for Menu, Help, and Log Out. To the right, there are buttons for Back, Print, Add, Delete, Edit, and Save. The 'Save' button is circled in red. Below the navigation bar, the main content area is titled 'Application'. It contains a section for 'Application: 53089 - County of Columbia Radio Tower' with details: Program Area: MTDES Homeland Security, Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant, Application Deadline: 03/03/2017, and Requested Total: \$10,500.00. Below this is an 'Instructions' section with several paragraphs of text. The final section is 'Indirect Costs', which includes a text input field for 'Indirect Cost Rate' and a note: 'Input the percentage as 4.25 for 4.25%. Do not include a % in your entry as the program will calculate the percentage'.

The final component of the budget form is the Indirect Cost Rate Documentation. Even if you are not using IC, you must still enter into the field just like any other budget category. To continue, scroll to the top of the webpage and click 'edit'.



This screenshot shows the same application form as the previous one, but with the 'Edit' button in the top navigation bar circled in red. The rest of the form content is identical.

Once you've clicked 'edit' on the previous page your screen should look similar to the budget form you were just looking at, except that this time if you scroll to the bottom of the page you'll notice upload fields on the Indirect Cost Rate Documentation category.

If you have documentation to upload, simply click the 'choose file' button next to the applicable field.

Indirect Cost Rate Documentation

Attach your Indirect Cost Rate Proposal

Indirect Cost Rate Proposal [Choose File](#) No file chosen

Attach your Indirect Cost Allocation Plan

Indirect Cost Allocation Plan [Choose File](#) No file chosen

Attach your Indirect Cost Certification from a Cognizant Agency, if applicable.

Indirect Cost Certification [Choose File](#) No file chosen

Regardless of whether or not you attached any documentation, you now need to scroll to the top of the page and click 'save' to continue.

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MDES Homeland Security

You should now be back on the main budget form. Review this form to ensure accuracy, then when you're ready to continue click 'mark as complete'.

Instructions

APPLICATIONS DUE NO LATER THAN 11:59PM FRIDAY, MARCH 3, 2017.
Applicants are not guaranteed to receive funding even if the project falls within a state or national priority.

Sub-recipients must comply with requirements in 2 CFR Part 200. Please see Notice of Funding Opportunity for funding guidelines.

You **MUST** click **ADD** on each category in order to save your application. If you are not entering budget information for that line item, leave the dollar amount as \$0.00 then click 'save' after entering into that budget category.

To enter Indirect Cost documents click **Edit** at top of the page, enter the required information, then click **SAVE** at the top of the page.

After you have entered all budget line items click 'edit' at the top of the page, then 'save', then click 'mark as complete'.

Please refer to the FY17 State Homeland Security Grant Guidance document for more information.

Planning [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

SHSP funds may be used for a range of emergency preparedness and planning activities such as those associated with updates of the TIRRA, SPR, Continuity of Operations plans, updating and maintaining a current EOP in compliance with CPG 101 v2.0.

Planning Activity	Activity Cost	Total Federal Dollars
-------------------	---------------	-----------------------

You should now be taken back to the application forms screen, which should look similar to what is shown below.

Click on the next form, 'Additional Documentation' to continue.

Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
	General Information	✓	01/06/2017
	FY17 SHSP Jurisdiction Information	✓	01/06/2017
	FY17 HSG Applicant Assessment	✓	01/06/2017
	FY17 SHSP Project Information	✓	01/06/2017
	FY17 HSG Local Assessment Documentation	✓	01/06/2017
	Multi-Jurisdictional Impact - Letters of Support	✓	01/06/2017
	FY17 HSG Project Workplan/Milestones	✓	01/06/2017
	FY17 SHSP Budget	✓	01/06/2017
	Additional Documentation		

You should now see a screen that looks similar to what is shown below. This is an open form to allow you to attach any documents you wish MT DES or the Senior Advisory Committee to have available as they review your application.

If you have any such documents click 'add' to proceed. If you have nothing else you wish to attach click 'mark as complete' and skip to page 30 of this document.

Menu |
 Help |
 Log Out

Back |
 Print |
 Add |
 Delete |
 Edit |
 Save

Application

Application: 53089 - County of Columbia Radio Tower

Program Area: MTDES Homeland Security

Funding Opportunity: 53022 - FFY 2017 State Homeland Security Program (SHSP) Grant

Application Deadline: 03/03/2017

Requested Total: \$10,500.00

Instructions

Please attach any other documentation in support of your grant application. Attachments do not replace detailed information requested in body of the application. If you do not have any additional documentation, mark section complete without uploading.

Additional Documentation

[Mark as Complete](#) | [Go to Application Forms](#)

Description	File Name	File Size	Date Uploaded	Delete?
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If you clicked 'add' on the previous screen to attach a document, you should now see a screen that looks similar to what is shown below. Click the choose file button to select the document you wish to upload, enter a brief description of the file, then click 'save' to continue.

Menu | **Help** | **Log Out** | **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

Application

Attach File

Please attach any other documentation in support of your grant application. Attachments do not replace detailed information requested in body of the application. If you do not have any additional documentation, mark section complete without uploading.

Upload File: **Choose File** test document.docx

Description:* test

Once you've uploaded a document you should now see a screen that looks similar to what is shown below. If you have additional documents to upload you can click 'add' again to repeat this process. Once you've upload everything you wish to include, click 'mark as complete' to continue.

Menu | **Help** | **Log Out** | **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

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Additional Documentation

Description	File Name	File Size	Date Uploaded	Delete?
test	test document.docx	11 KB	01/06/2017	

Mark as Complete | **Go to Application Forms**

You should now be taken back to the application forms screen, which should look similar to what is shown below. Check to ensure that you have checkmarks next to each form indicating that that form is complete. If any forms are missing a checkmark, click back into that form to ensure that you have completely filled out the required information, then ensure that you are clicking 'mark as complete' within each form. Note that you will not be able to submit your application until each form is complete.

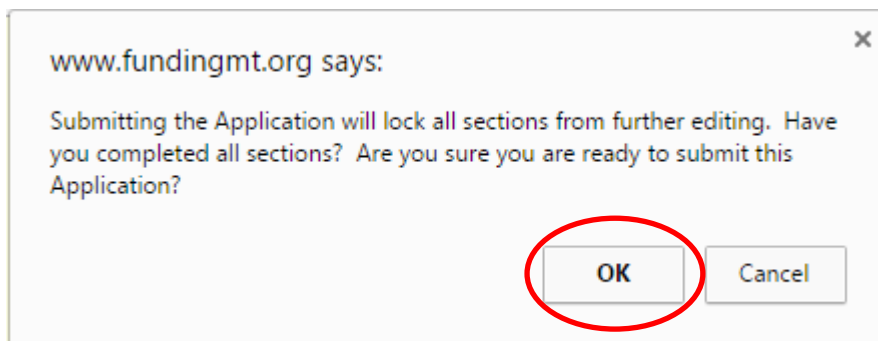
You can also review your application for completeness and accuracy by entering into each form, any form can be edited at any time prior to submitting your application.

When you are confident that your application is complete, click the 'submit' button.

Once your application is submitted you will not be able to make any further edits!

Application Forms		Application Details Submit Withdraw	
	Form Name	Complete?	Last Edited
	General Information	✓	01/06/2017
	FY17 SHSP Jurisdiction Information	✓	01/06/2017
	FY17 HSG Applicant Assessment	✓	01/06/2017
	FY17 SHSP Project Information	✓	01/06/2017
	FY17 HSG Local Assessment Documentation	✓	01/06/2017
	Multi-Jurisdictional Impact - Letters of Support	✓	01/06/2017
	FY17 HSG Project Workplan/Milestones	✓	01/06/2017
	FY17 SHSP Budget	✓	01/06/2017
	Additional Documentation	✓	01/06/2017

Once you click submit a dialog box will appear similar to what is shown below. Click 'ok' to confirm your submission.



You should now see a screen that look similar to what is shown below.

MT DES will review your application and will contact you if they have any questions or need clarification. The Senior Advisory Committee will meet in April to review applications, applicants will be notified following that meeting whether their project has been funded.

If your application is selected for funding you must wait to begin any financial activities until you have received an award packet from MT DES which will be delivered sometime around 1 October, 2017.

